

Head of Schools Job Description

Saint Vincent de Paul Catholic School- Perryville, MO

Summary

Saint Vincent de Paul Catholic School is a coeducational, parish and archdiocesan school that provides a college preparatory curriculum for High School students of diverse abilities. Founded in 1907, St. Vincent de Paul Catholic Schools resides in Perryville, MO. The current enrollment of St. Vincent de Paul Schools is 495 with around 65 dedicated staff members. The Head of Schools will be the principal of grades 7-12 and oversee staff and students grades K-12.

Major Duties & Responsibilities

1. Collaborates with the pastor in implementing the mission of Saint Vincent Schools and leads by personal example and faith expressions.
2. Ensures that all school and archdiocese policies are applied in the operations of the school (student and employee handbooks).
3. Ensures the development of an overall learning environment that promotes Catholic faith formation and education, ethical decision making, and maintains values and traditions of Saint Vincent de Paul Schools.
4. Ensures the development, implementation and evaluation of curriculum programs which complies with Archdiocesan and state standards of curriculum requirements. This is accomplished by overseeing the implementation of instructional objectives for each grade level and evaluating the current programs to determine the strengths and weaknesses while collaborating with staff in selecting or maintaining new curriculum/programs. Ensures that K-12 curriculum is accessible to all teachers.
5. Ensures the supervision of staff (including certified and support staff). This is accomplished by overseeing the hiring, training, and evaluation process. Principal is also responsible for the corrective action process.
6. Encourages effective communication between parents, teachers, and school administrators. Monitors and responds to feedback from students, parents, and boards which may impact the school environment.
7. Principal oversees the financial plan and budget for the school.. This is accomplished by collaborating with the pastor and accountant along with collaborating with the PTO, Alumni Association, SV Educational Foundation, SV School Board and endowments.
8. Ensures an ethical practice and process for disciplining students while promoting positive

- discipline and consequences. Principal should be firm, fair, and consistent with all students.
9. Ensures the traditions be maintained at Saint Vincent de Paul Schools.
 10. Ensures there is an open line of communication with the SV School Board and works collaboratively to make decisions for Saint Vincent Schools.
 11. Collaboratively works with all staff and maintenance to ensure a safe environment for students and staff.
 12. In collaboration with the pastor, invests in effective marketing and student recruitment/retention strategies and uses programs to maximize enrollment while building a positive image for the school.
 13. Principal is visible and an active supporter of extra curriculars including sports, music, drama, and parent supported fundraisers.

Preferred Qualifications:

1. Have received a MA/MS degree in School Administration
2. Previous years of teaching experience (5 years minimum)
3. Previous administrative experience in a Catholic School
4. Practicing Catholic